



UNITED STATES MARINE CORPS

MARINE FORCES RESERVE
MARINE FORCES NORTH
2000 OPELOUSAS AVENUE
NEW ORLEANS, LOUISIANA 70114-1500

IN REPLY TO
ForO 12630.1
CivPers
JUL 01 2014

FORCE ORDER 12630.1

From: Commander
To: Distribution List

Subj: VOLUNTARY LEAVE TRANSFER PROGRAM

Ref: (a) MCO 12630.1
(b) MCO P12000.11A
(c) Title 5, Code of Federal Regulations, part 630,
"Absence and Leave", current edition

1. Situation. To establish the Voluntary Leave Transfer Program for civilian employees at Marine Forces Reserve (MARFORRES) and Marine Forces North (MARFORNORTH).

2. Mission. On 31 January 1989, the Office of Personnel Management established a Voluntary Leave Transfer Program in accordance with Public Law 100-566 of 31 October 1988. References (a) and (b) provide guidance and outline the Department of the Navy policy and procedures for the Leave Transfer Program and permits federal employees to donate annual leave for the use of other federal employees in medical or family emergency situations.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. This Order establishes a Voluntary Leave Transfer Program for all civilian employees (appropriated and non-appropriated fund (NAF)) of MARFORRES and MARFORNORTH.

(2) Concept of Operations. This Order outlines the procedures for the Leave Transfer Program in accordance with the references.

b. Coordinating Instructions

(1) Employees' Responsibilities

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(a) Know their available leave balances as reflected on leave and earnings statements.

(b) Completing the Office of Personnel Management (OPM) 630, Application to Become a Leave Recipient Under the Voluntary Leave Transfer Program and providing sufficient documentation (e.g., medical certificates, leave and earnings statements) to enroll as a recipient for the Leave Transfer Program.

(c) Notify the command when the situation requiring leave donation changes and donations are no longer required/desired.

(d) Donate annual leave on a voluntary basis in accordance with the criteria outlined in the references.

(e) Properly complete OPM 630-A, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (within agency) and the OPM 630-B, Request to Donate Annual Leave to Leave Recipient Under the Voluntary Leave Transfer Program (outside agency) forms necessary to accomplish leave transfers and providing any necessary supplemental information.

(2) Supervisors

(a) Assist potential leave recipients and donors in accomplishing leave transfers.

(b) Review recipient applications and recommend approval or disapproval in block 17 of the application form OPM 630.

(c) Annually track subordinates in the Leave Donation Program and remove any personnel from the program that are no longer eligible.

(3) Civilian Personnel Office

(a) Approve leave recipient and donor applications and forward those recommended for disapproval to the designated Deciding Official.

(b) Verify that approved donors have sufficient leave to make the donation and forward recipient and donor applications to the employees' servicing payroll office for processing.

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(c) Advise employees and supervisors on Leave Transfer Program policies and procedures and address all inquiries.

(d) Publicize a leave recipient's need for leave due to a medical or family emergency, provided that the recipient consents to such publicity.

(e) Grant waivers of the limitation on annual leave donations in accordance with Subpart I, Section 630.908, of reference (c).

(f) Maintain the records and statistics required by the references.

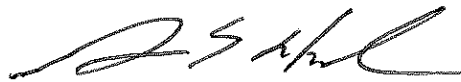
(g) Develop an annual verification requirement for employees enrolled in the program to ensure validity and medical status is accurate.

4. Administration and Logistics. Non-appropriated Fund employees will utilize the same forms as General Schedule (GS) employees. All forms must be submitted to the Civilian Personnel Office. The forms can be downloaded at: <http://www.opm.gov/policy-data-oversight/pay-leave/leave-administration/#url=Leave-Forms>. Non-appropriated Fund employees are not eligible to donate to GS employees and may not receive donations from GS employees.

5. Command and Signal

a. Command. This Order is applicable to all civil service employees and NAF employees of MARFORRES and MARFORNORTH.

b. Signal. This Order is effective the date signed.



G. T. HABEL
Executive Director

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